



**MCF - Stillwater**

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Monday, October 05, 2020

To:

Fr: Ms. Nikki Vee- Transitions Coordinator  
MCF-Stillwater  
970 Pickett Street North  
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651-779-2738  
Email: [Nichole.Vee@state.mn.us](mailto:Nichole.Vee@state.mn.us)

Re: 2020 Virtual Transitions Fair Videos—Closed Captioning

To our partners at 12 Seeds International, Inc.:

As pioneers in offering the Minnesota Department of Correction's first-ever Virtual Transitions Fair to our MCF-Stillwater residents, we wish to assure equitable access to all viewers of the fair's intrafacility broadcast and the information being presented within it. This includes those who may be hearing impaired.

I have already received numerous short informational videos (in .mp4 format) from various vendors as part of their overall presentation for their allotted segment of the fair. I am excited to see this coming together and the support in making sure the fair is as successful as possible. However, if your organization is providing such a video (4 to 7 minutes is fine), please try to incorporate Open or Closed Captioning to it (if possible) so those with hearing impairments can utilize your information and services.

Additionally, I may have to slightly delay the airing of our fair until early November so we can finish the production and editing processes. If you have not done so already, please email me your Invitation Response Form and the Release of Information Authorization Form (both attached) at your earliest convenience so I can reserve your segment of airtime! The deadline for emailing me your video presentations is **October 26<sup>th</sup>**!

Thank you!

With appreciation,  
**Ms. Nikki Vee**  
Transitions Coordinator